



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 12165 - Counterintelligence Threat Analyst - GS-14

**Salary Range:** \$99,172 - \$152,352 (not applicable for detailees)

**Vacancy Open Period:** 11/14/2019 – 11/14/2020 (OUF)

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/CSE

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grad lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## **Office Mission**

The Center for Security Evaluation (CSE) represents the Intelligence Community (IC) in protecting national security equities against counterintelligence and security threats to diplomatic missions abroad and other U.S. government facilities worldwide. CSE provides continuous collaboration with the Department of State (DoS) and the IC for the planning, design, construction, and operation of diplomatic facilities abroad to ensure they meet certification standards and to protect our national security information and personnel. CSE conducts assessments of technical, physical, and information security vulnerabilities and develops emerging technologies to improve security countermeasures. In addition, CSE provides technical, analytic, and policy guidance and advocates for national Technical Surveillance Countermeasure (TSCM) resources and the policy for implementing wireless technology in a secure environment.

## **Major Duties and Responsibilities (MDRs)**

The Center for Security Evaluation (CSE) is looking for a fully-qualified Counterintelligence Analyst who will be responsible for the research of a major geographical area and/or a functional program with world-wide implications and will provide Intelligence Community (IC) advice and requirements to the Department of State (DoS) in carrying out the Secretary's statutory responsibilities to develop and implement policies and programs for the protection of US diplomatic facilities and personnel abroad. The Counterintelligence Analyst works in the Center for Security Evaluation's (CSE) Security Programs and Analysis Group (SPAG) at ICC-B in Bethesda, MD.

- Review and analyze policies, processes, and guidelines that are contained in United States Government (USG) and Intelligence Community (IC) Directives, Policy Guidance, Standards, plans, and memoranda to ensure equities are captured and relevant concerns are resolved.
- Implement strategies for facilitating the thorough and expeditious review of information from a wide range of intelligence sources and disciplines for accuracy, relevance, and timeliness, and evaluate for inclusion in intelligence reports to support the DNI in protecting intelligence sources and methods information at US diplomatic facilities abroad.



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- Research and produce counterintelligence reports that provide all-source, multi-agency intelligence and situational awareness by summarizing human and technical counterintelligence threats to the U.S. and its diplomatic facilities and interests worldwide.
- Implement improvements to methodologies, processes, and procedures to enhance the quality of intelligence reports and increase efficiency of production
- Synthesize information from one or more sources through processing, exploitation, or analysis to produce reports to inform or to provide decision advantage for NCSC, CSE, Dept. of State, and IC partners.
- Cultivate and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars or conferences on broad or more strategic subject areas.
- Develop and continually expand personal expertise on a full range of counterintelligence issues and function as a regional and/or functional subject matter expert on the information contained in intelligence reports.

## **Mandatory and Educational Requirements**

- Ability to plan, research, and produce clear, logical, and concise reports, projects, assignments, and briefings.
- Oral and written communication skills; demonstrated analytical and critical thinking skills, including ability to think strategically.
- Thorough knowledge of the USG and its IC components, missions, and interrelationships and experience working either with or in a major USG or IC organization; thorough understanding of the authorities, roles, and responsibilities of the organizations within the IC community.
- Thorough knowledge of the specific information requirements of a wide range of customers (ODNI, NCSC, and CSE leadership, IC partners, and Dept. of State partners) and the ability to customize intelligence reports to meet their requirements.
- Thorough knowledge of the ODNI and the larger IC mission, operations, tradecraft, capabilities, and requirements.
- Ability to identify errors or inconsistencies in all source reporting and CSE products.
- Ability to apply and/or adapt existing tools and methods to improve and develop efficiencies in workflow processes.
- Interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.

Education: Bachelor's degree

## **Desired Requirements**

- Familiarity with IC security directives and Overseas Security Policy Board standards and ability to effectively articulate assessments of security-related issues.



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## Key Requirements and How to Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experience technical issues may submit their application via email to either email system. Applicants submitting via JWICS are requested to submit their materials to [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (Faith P.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (Faith P.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-1318.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-1318; Secure: 934-3789; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**